Introduction

You can create a Delivery Order **(DO)** from the Transaction Catalog and reference it back to a Master Agreement directly. To save time looking up Master Agreements and/or services/commodities, you can also create and save a template for the DO's you do periodically. Both actions are shown below.

Creating a DO from the Transaction Catalog

1. From the home page, click on the **Transaction Catalog**.

2. Click the **Create** button in the upper-right corner.

3. Enter the following:

   - **Transaction Code** field: DO
   - **Transaction Department**: enter the department for which the DO is created.
   - **Transaction Unit**: optional, but used for routing purposes.
   - **Transaction ID** field: (Prefix or last two digits of the Fiscal Year)

4. Check **Auto Numbering**.

   If you are creating a template:
   - Click **Show More**
   - Click the **Create Template** checkbox

5. Click **Continue** in upper-right corner to create the DO. FINET launches you in edit-mode.
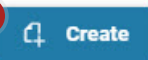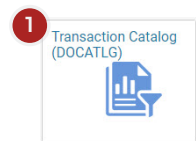
Create Transaction

Continue   Cancel

* Required fields

* Transaction Code	* Transaction Dept	Transaction Unit
DO	150	
* Transaction ID	Auto Numbering	Create Template — Optional
25		

Show Less

Header tab
Scroll to the **Procurement Personnel** section.

1. **Requestor ID** field (optional): Enter the FINET User ID of person making the request, or select the appropriate ID from the pick-list.

2. If the Requestor ID isn't used, enter:
- Name
- Phone number
- Email

Procurement Personnel

Issuer ID	Requestor ID	Requestor Name
yourname		Name
Your Name		

Phone	Extension	Email	Requesting Department
801-123-4567		youremail@utah.gov	

Scroll down to the **Transaction Defaults** section.

3. Enter:

- **Shipping Location** field: enter or select location shipping code from pick-list.
- **Billing Location** field: enter or select location billing code from pick-list.
- **Delivery Date**: Select date items should be delivered.

Transaction Defaults

Shipping Location	Shipping Method	Free On Board

Delivery Date	Delivery Type	Additional Shipping Information
MM/DD/YYYY	- Select -	
		0/1500

Billing Location	Additional Billing Information	Tax Profile
	0/1500	

Scroll down to the **Reference** section.

4. Enter:

- **Agreement Code**: MA
- **Agreement Department**: enter the department code for the MA you're referencing.
- **Agreement ID**: enter the MA Transaction ID for the MA you are referencing.
- **Agreement Vendor Line**: enter the MA Transaction ID for the MA you are referencing.
    - If there is only one vendor on the contract, enter "1."
    - If there are multiple, use the pick-list to select the vendor.

Vendor tab.

If the **Agreement Vendor Line** number is entered, the **Vendor Number** will auto populate in the Vendor tab.

Commodity tab

There are two ways to enter the commodities:
- Manually enter all the information.
- Use the reference section to bring in the commodity information.

MANUALLY

1. Create the line by clicking the insert ➕ button.

2. Expand the commodity line ▶ to view additional options.

3. Select **References** from the line menu. Enter the Commodity's Line number as found on the Master agreement in the **Agreement Commodity Line** number field.

4. Click **Save** to bring over commodity information.

5. Enter or verify the following:
- **Commodity** code, or select from the picklist. 🔍
- **Line Type** (MUST match commodity type on MA)
    - Item
    - Service

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Delivery Order (DO) ☆ | Draft 📄 ⊞

Department: 150 | Unit: - | Transaction ID: 2500000009 | Version: 1

☑ Validate | 🖅 Submit | 💾 Save | Save & Close | ⋮

(4)

Header	Vendor (1)	Commodity (1)	Accounting	Accounting Distribution	Special Instructions
	Legal Name	Commodity	Line Amount	Distribution %	Special Instructions Name
	W W GRAINGER INC	-	-	-	-

Vendor (1)

(1) + 🗑 ⎘ 📋 📤 ↺

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	Commodity Line	Commodity ⇅	Commodity Line Description	Line Type	Line Amount	Quantity	Purchase Unit	Unit Price	Contract Amount	Warehouse
(2) ▼	0			- Select -	-					⋮

General Information   Open/Closed Details   **References**   Shipping/Billing   Specifications   Matching   Retainage   Tolerance   Discount

Commodity Ref Code

Commodity Ref Dept

Commodity Ref ID

Commodity Ref Line
0

Reference Type
- Select -

Tracking Number

Agreement Code
-

Agreement Department
-

Agreement ID
-

(3) **Agreement Commodity Line**

- If **Line Type** is an **Item**, you need:
  - Quantity
  - Purchase Unit
  - Unit Price

(5)

	Commodity Line	Commodity ⇅	Commodity Line Description	Line Type	Line Amount	Quantity	Purchase Unit	Unit Price	Contract Amount	Warehouse
▶	0			Item	-					⋮

- If **Line Type** is a **Discount** (on a DO, it will show as an item, even though it's a discount)
  - Quantity
  - Purchase Unit
  - List Price - found under **General Information** section.

	Commodity Line	Commodity ⇅	Commodity Line Description	Line Type	Line Amount	Quantity	Purchase Unit	Unit Price	Contract Amount	Warehouse
▼	0			Item	-					⋮

General Information   Open/Closed Details   References   Shipping/Billing   Specifications   Matching   Retainage   Tolerance   Discount

Commodity Description
-

Issue Unit
-

Multiplier
-

Smaller Unit
-

Discounted Unit Price
-

Cost-Plus Unit Price
-

List Price

Service From
MM/DD/YYYY

Service To
MM/DD/YYYY

Extended Description

0/4000

- If **Line Type** is a **Service**, you need:
  - Contract Amount

	Commodity Line	Commodity ⇅	Commodity Line Description	Line Type	Line Amount	Quantity	Purchase Unit	Unit Price	Contract Amount	Warehouse
▼	0			Service	-					⋮

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6. From the expanded line, under the **References** section, select **Reference Type**
   - If this is the full MA amount, enter **full**.
   - If this does not use the full amount, select **partial**.

7. Click the **3-dot menu** at the end of the line.
8. Select **Related Actions**.
9. Select **Use Ship/Bill from Header**.

CREATING A COMMODITY BY REFERENCING

1. Create the line by clicking the insert ＋ button.

2. Expand the commodity line ▶ to view additional options.

3. Select **References** from the line menu.

4. select **Reference Type**
   - If this is the full MA amount, enter **full**.
   - If this does not use the full amount, select **partial**.

5. Enter the Commodity's Line number as found
   on the Master agreement in the **Agreement Commodity Line** number.

6. Click **Save** to bring over commodity information.

7. Complete the commodity line.
   - If the **Line Type** is **Item**, enter:
     - Quantity   • List Price
     - Purchase Unit

- If **Line Type** is a **Service**, enter:
  - Contract Amount

8. Click the **3-Dot menu** at the end of the line.

9. Select **Related Actions**.

10. Select **Use Ship/Bill from Header**.

If multiple commodities need to be entered, repeat steps.

Accounting tab

Every Commodity line MUST HAVE at least one accounting line. To create it, you have two options.

- Create the **Accounting Line** -This option is best used when you have only one commodity line.
- Use the **Accounting Distribution** Line – This is the best option when you have multiple commodity lines.

1. Create the line by clicking the insert + button.

2. Enter:
   - Line Amount
   - Fund
   - Department
   - Unit
   - Appropriation Unit
   - Object

3. Expand the line ▶ to view additional options.
   - Under the **General Information** subtab, enter content in the **Line Description**.

Repeat the steps for every commodity line.

Accounting Distribution tab

1. Click on the insert + button. The accounting distribution line is created.

2. Enter the following:
   - **Distribution %:** 100

Note: You have the ability to split the accounting codes for the commodities. The Distribution percentage is where you indicate what percentage will be given for each coding combination. Most entries are 100 for 100 Percent, but you could do a 50/50 or 60/40 or any other combination as needed. You would need to create additional Distribution lines for each percentage so the total is 100%.

- Fund
- Department
- Unit
- Appropriation Unit
- Object

Delivery Order (DO) ⭐ | Draft 🗎 | ⠿

Validate   Submit   Save   Save & Close   ⋮

Department: 150 | Unit: - | Transaction ID: 2500000009 | Version: 1

Header	Vendor (1)	Commodity (1)	Accounting (1)	Accounting Distribution (1)	Special Instructions
	Legal Name	Commodity	Line Amount	Distribution %	Special Instructions Name
	W W GRAINGER INC	-	$250.00	0.0000	-

1 + 🗑 📄 🗑 📄⌄ ↺

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Related Actions

Distribute Accounting Lines

☐	Accounting Distribution Line	Distribution %	Fund	Department	Unit	Appr Unit	Object
☐ ▾	0	0.0000	🔍	🔍	🔍	🔍	🔍

General Information   COA

Accounting Template   Debt ID   Total %
🔍   🔍   -

3. Click on the **3-dot menu** above the line.
4. Select **Distribute accounting lines**. FINET will take the accounting coding combination and create an accounting line for each commodity line.

Finalize the manual DO.

Click **Validate**. Fix any errors that are noted in the top left of the page.

⊘ Validate   ⊞ Submit   💾 Save   Save & Close   ⋮

If there are no errors, click **Submit** to complete the RQS transaction.